

**JOB DESCRIPTION
MURFREESBORO LEGAL DEPARTMENT
STAFF ATTORNEY**

1. **JOB TITLE:** STAFF ATTORNEY
2. **DEFINITION:** The position of Staff Attorney requires an individual who is capable of exercising independent judgment, working independently under the supervision of the City Attorney and who possesses excellent legal research and writing skills in addition to having the personal disposition, character, and psychological qualities necessary to work well with the public and in a courtroom environment. The employee will be responsible to the City Attorney. All employees are responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to drug and alcohol testing at random, for reasonable suspicion, post-accident, return to duty and follow-up testing.
3. **EQUIPMENT / JOB LOCATION:**
 - a. The Staff Attorney must be capable of operating a personal computer for computerized legal research as well as be familiar with other office equipment such as dictating equipment, business calculator, facsimile machine, photocopying machine, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment. The Staff Attorney must have the ability to safely operate a motor vehicle.
 - b. The job is located in the Legal Department in City Hall where work is generally performed indoors and in a smoke-free environment. It will occasionally be necessary for the employee to drive to other locations to inspect accident sites and real estate acquisition sites and to take photographs.
4. **ESSENTIAL FUNCTIONS:**
 - a. Provides legal representation and advice to City officials, employees, boards, commissions and entities, privately, orally and in writing, and at public meetings and administrative hearings.
 - b. Handles litigation brought on behalf of City or brought against City, City officials, or City employees. Researches, writes, and files pleadings, motions, briefs, and other documents and exhibits. Conducts depositions, trials, and appeals of proceedings in State and Federal Courts. Trial practice includes violations of municipal ordinances and appeals therefrom; collection of debts and delinquent taxes; bankruptcy; inverse condemnation and eminent domain; torts; and, other civil proceedings.

- c. Handles real estate transactions including acquisition and sale of land and interests in land through preparation of contracts, leases, easements, deeds, trust deeds, instruments of title, liens, releases and other documents. Conducts title examinations. Negotiates and coordinates with surveyors, appraisers, engineers, property owners, tenants, and attorneys.
- d. Prepares and/or reviews contract documents for construction projects and for the purchase, lease, or sale of goods, services and professional services including specifications, bid documents, requests for proposals, requests for qualifications, bonds, and contractual agreements.
- e. Reviews rules, policies, plans, and forms prepared by other City personnel for compliance with applicable laws.
- f. Researches legal issues and prepares legal opinions, memoranda and correspondence.
- g. Maintains and develops expertise about laws, regulations, and court decisions affecting municipal legal issues.

5. EXAMPLES OF OTHER WORK TO BE PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Law degree from accredited law school with minimum of two (2) years of experience as an attorney handling civil matters; admitted to practice in Tennessee.
- b. Experience in representing governmental or corporate entities desirable.
- c. Significant experience in specialized area of law relevant to municipal practice, e.g. administrative law, litigation, real estate law, contract law, construction law, employment law, etc., desirable.
- d. Ability to supervise secretarial and legal assistant employees.
- e. Familiarity with the customs and procedures of the General Sessions Court, Circuit Court, and Chancery Court.
- f. Familiarity with general principles of tort, contract, municipal government, employment law, and real property law and state and local court rules and procedures with ability to advise and counsel as needed.
- g. Must have legal authorization to work in the United States of America.
- h. Must submit to and pass pre-employment drug screen.
- i. Must possess a driver's license valid in the State of Tennessee.
- j. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- k. Organizational skills and ability to learn the Department's document management system.
- l. Must possess excellent communication skills.
- m. Must possess and maintain a good reputation for honesty, integrity, and ability to maintain confidentiality.

- n. Must possess the ability to work in an office setting with others and to share the workload of others with a good attitude when the need arises.
- o. Ability to perform job responsibilities independently and on own initiative in a timely manner in order to meet schedule deadlines.
- p. Ability to be available to work hours as needed or necessary.
- q. Ability to report for work on time and to perform the duties of the job for an entire workday.
- r. Ability to concentrate and accomplish tasks despite interruptions.
- s. Ability to correctly assess priorities of different tasks.
- t. Ability to function effectively in work environment which is occasionally highly stressful.
- u. Must attend Continuing Legal Education seminars to meet requirements for continuing licensure for law practice.
- v. Personal computer skills required; good working knowledge of Microsoft Word, Access, PowerPoint and Excel preferred.
- w. Possess good human relations skills with the ability to effectively interact with the public, other attorneys, City officials and employees.

Exempt
Safety Sensitive
August 29, 2005